

INITIATIVE PROPOSAL
(Proposal Name Here)

| Submitted By | Date Submitted | Organization |
|---|-----------------------|---------------------------------|
| <i>(Author Name Here)</i> | MM/DD/YYYY | <i>(Organization Info Here)</i> |
| 1. Describe the problem, condition or observation that inspired this proposal. | | |
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| 2. Provide an overview of the initiative you are proposing. | | |
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| 3. Who benefits from this initiative and how? | | |
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| 4. When should this initiative be attempted? | | |
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| 5. How much do you believe this initiative will cost? | | |
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6. How should this initiative be funded?

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7. What other groups might be impacted by this initiative?

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8. What strategy do you propose to complete this initiative?

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9. What staff will be required for the initiative?

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10. Other comments.

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| Reviewed By... | Comments/Recommendations |
|-----------------------|---------------------------------|
| Name: | |
| Name: | |
| (Others): | |